

Dear Title 4 Training Course Provider applicant,

Thank you for requesting an application to become a Department of Liquor Licenses and Control (DLLC)-certified Title 4 Training Course Provider. All applications will be processed within two (2) weeks after being received by DLLC. If you have any questions after submitting your application, please email us at liquor@azliquor.gov.

When applications are accepted, the applicant becomes a DLLC-approved Training Course Provider and may begin offering Title 4 courses to the public. All DLLC-approved providers are listed on the DLLC website: <http://www.azliquor.gov/training.asp>

It is the responsibility of DLLC to ensure that training standards are met as required by Arizona state law. Random, unannounced visits to your course by DLLC staff and your commitment to comply with Title 4 will assure that the industry is receiving accurate and complete information. The learning objectives and outcome of every Title 4 training course will provide attendees with working knowledge and practical application of the following:

- 1) Title 4,
- 2) the means and ability to implement Title 4 knowledge and practices on the job, and
- 3) the ability to locate and use resources available to keep knowledge and practices of Title 4 current.

The more complex and critical areas of knowledge which:

- 1) causes and steps to eliminate underage drinking
- 2) causes and steps to eliminate over service
- 3) documentation (acts of violence, ID logs, refusal of service, etc.)
- 4) causes and steps to eliminate acts of violence

In addition, as an approved training provider, you are required to do the following:

1) Comply with Title 4 training standards.

The statute that provides for liquor law training in Arizona is:

A.R.S. §4-112 (G)(2) Powers and duties of board and director of Department of Liquor Licenses and Control; investigations; county and municipal regulation,

Link to A.R.S. § Title 4: <http://www.azliquor.gov/laws.asp>.

Arizona Administrative Code Title 19 contains rules which clarify the statutes of Title 4. Title 19 Rules do not introduce any new liquor laws. Title 19 is where you'll find details on required training standards and requirements for your course curriculum.

The rules that provide for liquor law training in Arizona are:

R19-1-105 Knowledge of Law and Regulations,

R19-1-304 Standards for Alcohol Training Programs.

Link to Arizona Administrative Code Title 19 http://www.azsos.gov/public_services/Title_19/19-01.htm.

When you need to find answers to Arizona liquor law questions, try using the "find" option to narrow your search when using either of the links above. Here are some simple instructions:

- 1) put your cursor anywhere on the page and left click,
- 2) in your navigation buttons across the top of your screen, click on "edit"
- 3) in the dropdown box, click on "select all".
- 4) select the "edit" button again on your top navigation bar
- 5) in the dropdown box select "find"
- 6) In the "find" box, type in a key word that will likely take you to the statute(s) that will answer your questions. Try several words to make sure you've located all related statute and rule references.

2) Submit training rosters or sign-in sheets twice a year (December and June).

This information certifies that you are still providing Title IV training to the public.

3) Keep application and Employee Information Form information current and complete.

When submitting your application, you signed a sworn document stating "It is the responsibility of the applying entity and its owners to keep all information included in this application current and complete with the Department of Liquor Licenses and Control".

Our Frequently Asked Questions are very helpful:

<http://www.azliquor.gov/FAQ.asp>

This link will take you to the "forms" section of our website:

<http://www.azliquor.gov/forms/default.asp>

For Title 4 (Arizona liquor laws) visit:

DLLC will inform approved training course providers of new training standards, departmental decisions, and legislation that impact course curriculum by U.S. mail, email, and updates to our website home page at www.azliquor.gov.